

EX-101

The City of Dothan Employee Disciplinary Action Report Form

Authority: Regulation III - DISCIPLINARY POLICY

SECTION III - EMPLOYEE INFORMATION

Employee Name Mary Beth Brackin	Employee ID Number 100382	Hire Date 05/01/1992	Department Judicial Department
Employee Job Title Magistrate	Counselor Supervisor Name & Job Title Ms. Nancy Martin, Municipal Court Administrator		

SECTION IV - OFFENSE AND TYPE OF ACTION

Please check one category and offense circle. Offense numbers indicated.

<input type="checkbox"/> MINOR CATEGORY	<input type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense
Violation of Rule: Section 3-41. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18				
<input checked="" type="checkbox"/> MAJOR CATEGORY	<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense		
Violation of Rule: Section 3-42. 1 2 3 4 5 (6) 7 8 9 10 11 12 13 (14) 15 16 17 18 19				
<input type="checkbox"/> INTOLERABLE CATEGORY	<input type="checkbox"/> 1st Offense			
Violation of Rule: Section 3-43. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20				

Please check one type of disciplinary action form to be used.

<input type="checkbox"/> FORMAL COUNSELING	<input type="checkbox"/> WRITTEN WARNING	<input checked="" type="checkbox"/> FINAL WRITTEN WARNING
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SECTION V - DETAILS OF THIS DISCIPLINARY ACTION REPORT

In the space below, additional sheets provided for detailed documentation of the rule(s) violated to include dates and the specific actions taken by employee. Include details or recommendations for corrective action and consequence of future violations.

It is alleged that on or about the 7th day of January, 2004, you advised Mr. Theron Fondren, a defendant who was arrested on an alias warrant for failure to comply with the Court Referral Program, that he was wrongly arrested and that another employee was negligent regarding his case. This is directly insubordinate to a memorandum dated January 8, 2003 from Judge Gordon directing all Judicial Department Personnel that any citizen wishing to file suit against the City should be directed to the City Clerk's Office without comment upon possible liability. You acknowledged receipt of this memorandum during the investigation of this incident. This is in violation of Dothan Personnel Rules and Regulations Section 3-42 (6) action(s) or lack of action(s), that could cause undue financial loss to the City and Section 3-42(14), insubordination. As you are aware, this is not the first instance of allegations of this nature against you, although disciplinary action was taken regarding that incident. As a veteran employee of the City of Dothan, you are looked upon as a lead person with demonstrated skills, experience, and are fully knowledgeable of the policies of the City of Dothan. These violations constitute a major category offense which imposes a one to twenty day suspension without pay. Further, any other major violation occurring within two (2) years of this date, shall result in discharge.

Nancy C. Martin 4/22/04

Supervisor Signature <i>Karen Xander 4/22/04</i>	Date Signed <i>4/22/04</i>	Department Head Signature <i>Tony Linda</i>	Date Signed <i>4/22/04</i>
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I acknowledge I was counseled or warned in reference to the rule violation(s) cited above. I understand my signature on this form acknowledges the counseling or warning took place for the reasons given. I understand my signature does not mean I agree or disagree with the statement documented on this form. I also understand I may provide a written explanation of the offense for which the counseling or warning report has been issued and attach this written statement to this form. I understand this Personnel Form #147 and any attachments will be forwarded to the Personnel Department and become a part of my permanent employment record.

EMPLOYEE SIGNATURE *Mary Beth Brackin*

Date Signed: *4/22/04*

Distribution: ORIGINAL to Personnel Department

COPY to Employee

COPY to Department Head